Missouri Department of
Elementary and Secondary Education

School Food Services

Claim for Reimbursement
User Manual

Overview

This system is designed to facilitate the administration of Child Nutrition Programs to public and non-public Local Education Agencies (LEA) throughout the state of Missouri. The system will enable compliance with both the State of Missouri and United States Department of Agriculture (USDA) regulations by the School Food Services Section of DESE.

The system includes the functionality for processing and maintaining Application-Agreements required for each LEA. LEA Claims for Reimbursement will be processed by the system with a direct feed of Claims for Reimbursements to accounting. The standard payment system results in a monthly reimbursement payment being made to the LEA. Additional functionality will be provided to facilitate the day-to-day workings of the School Food Services Section of DESE.

The system will be WEB based, meaning all functionality will be provided via web screens. Both LEA and DESE personnel will view, enter/update, submit, and approve data in this fashion.

The **National School Lunch, Breakfast, After School Snack, Special Milk, and Donated Food Programs Permanent Application-Agreement** is originated and submitted by the LEA Authorized Representative. Upon being reviewed by DESE personnel the Application-Agreement is approved by the DESE School Food Services Section Director thus putting the Application-Agreement into force. Once approved by the LEA and DESE School Food Services Section, the Application-Agreement is continuously in force until terminated per instructions set in the Application-Agreement.

School Food Services Program participation by each LEA changes throughout the duration of the permanent Application-Agreement. The system allows the LEA to update their Application-Agreement data at any time during the year and requires a review and update at the beginning of each school year. The LEA program participation data are maintained at the building level.

The LEA submits a **Lunch, Breakfast, After School Snack, and Special Milk Claim for Reimbursement** *(*claim for reimbursement) monthly. LEA Claims for Reimbursement are made by *Meal Count Centers*. A *Meal Count Center* is an LEA building where the students are actually served the School Food Services Program(s) and counted for reimbursement. Students from more than one LEA building may be served a School Food Services Program at one *Meal Count Center*. Student program participation counts are reported on the Claim for Reimbursement of the *Meal Count Center* where they are served the School Food Services Program. *Meal Count Center* Claims for Reimbursement are monitored and edit checked for program participation through Application-Agreement data.

The system is functionally subdivided into the following processes: Application-Agreement Regular Term, Application-Agreement Summer Term, Claims for Reimbursement, Child Nutrition Programs Summary, Annual Income and Expense Report, Student Direct Certification, CRE/SMI/TA Review Tracking, Food Management Company Contract Tracking, System Maintenance, and Reporting.

The School Food Services system is built within the DESE enterprise model and was developed utilizing Computer Associates' CASE tool COOL:Gen. WEB screens are best viewed with Microsoft Internet Explorer version 5.0 or newer with a screen resolution of 1024x768.

Security

Security within the system will be maintained by QA Technologies' Application Guardian Security (AGS) component. This component creates and builds roles based on business requirements.

Roles defined are:

DESE

SFS Level 2 Final Approval - Highest level of approval

SFS Level 1 Approval - Second highest level of approval

SFS Edit - Data entry and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report

SFS FMC Contract - Food Management Company Contract

SFS CRE/SMI/TA Review - CRE/SMI/TA Review

SFS View - View all data

LEA

SF LEA Authorized Representative - Highest level of approval. Will be able to submit Claim for Reimbursement in addition to SF LEA Submit and SF LEA Save access.

SF LEA Submit – Second highest level of approval. Will be able to submit Application Agreement and submit an Amended Claim for Reimbursement in addition to SF LEA Save access.

SF LEA Edit - Data Entry/Edit and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report

SF LEA View - View all data

School Food Services Main Menu (DESE)

The Main Menu screen can be accessed through the standard DESE logon WEB screen at http://k12apps.dese.state.mo.us/webapps/logon.asp.

Functionality

School Food Services Informational Message (SFS only) - The text on the menu screen provides important information relevant to the School Food Services system. The text content will be specified and maintained by School Food Services personnel through the system maintenance WEB screen.

Menu List – Drop down list where selection of desired system function may be chosen. The menu list is dependent on the type of user (LEA or SFS).

School Food Services System Header (DESE)

The SFS System Header is common to all SFS WEB screens. It provides the standard look and feel of most DESE systems. Namely, clicking Help will open a window displaying the contents of this document, the School Foods Services User Manual. Clicking Menu List will return the user to the System Selection Web Page. Clicking Logon/Logoff will log the user out of all DESE system and return the user to the main LOGON screen. Clicking School Food Services Menu will return the user to the School Food Services Main Menu Web Page. Clicking Application-Agreement, Claim for Reimbursement, Annual Income & Expense Report, or Child Nutrition Programs Summary will take the user to the selected Web Page.

School Food Services Selection Header (DESE)
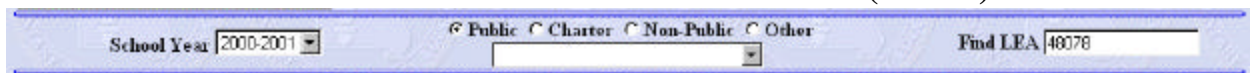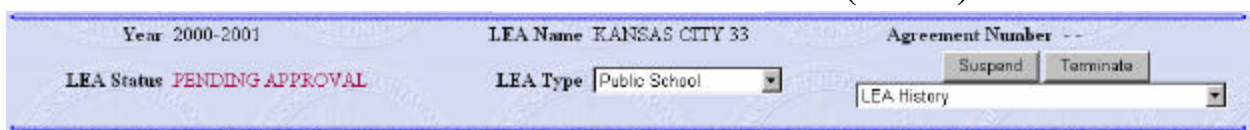

The SFS Selection Header is common to most SFS WEB screens. It provides selections available for the LEA currently being viewed. School Year is a drop-down box containing valid school years that may be selected to view that year's data for the selected LEA. DESE Information Technology will maintain the year/year detail tables. LEA List drop-down box provides a selection of LEAs eligible to participate in School Food Services programs. Selecting an LEA from the drop down list will display that LEA's data.

School Food Services personnel, through a GUI window accessing Educational Institution, control the LEAs listed. LEAs in this list are eligible to submit Application-Agreements and Claims for Reimbursement but not necessarily receive direct payments. Find LEA is an entry box to key in a valid LEA agreement number to automatically view that LEA's data.
  - ?? *LEA not found in Educational Institution*

School Food Services Status Header (DESE)

The SFS Status Header is common to most SFS WEB screens. It provides status information on the data currently viewed. Year displays the school year for the data being viewed. LEA Name provides the name of the current LEA. Agreement Number displays the agreement number for the current LEA. Educational Institution component supplies this data and is maintained separate from School Food Services. LEA Status displays the status of the data being viewed. LEA Type provides the classification of the current LEA. The selections of Public, Public-Charter, Non-Public, State Schools, Laboratory Schools, and Blind/Deaf Schools are included in a drop-down list. LEA type is selected by DESE School Food Services personnel on initiation of an LEA as a School Food Services eligible participant. LEA type is used to identify LEAs for payments and reporting purposes. LEA History is a drop-down box displaying all statuses of the current LEA. You may choose any selection in the box by clicking on it to display that data on the WEB screen.
  - ?? *Error: LEA type must be selected*
  - ?? *Error: LEA Status not found*
 - ?? *Error: LEA Status not = APPROVE - Updates not allowed*
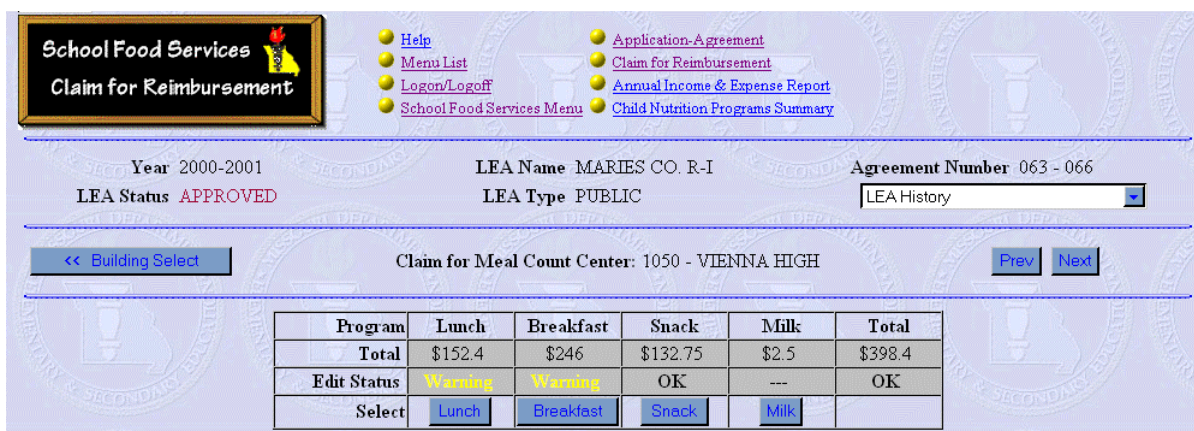
LEA Reimbursement Claim (DESE)

The Claim for Reimbursement WEB screen is accessed by clicking the Enter/Edit Claim button [>>] on the Claim Summary WEB screen.

The Claim for Reimbursement WEB screen contains information required to calculate and receive payment for participation in nutrition program(s) of selected LEA (Local Education Agency). Data will be entered and reported by participating Meal Count Center(s). Due to the length of this page, it will be subdivided and discussed accordingly.

Functionality

It is important to note again that all applicable Edit Checks will be presented in *italic*. Edit checks can be defined as inspections the program performs to ensure that valid data has been entered.

The question mark box [?] noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

(Figure 1)

SFS Selection Header – The SFS Selection Header differs for Claim for Reimbursement than it does for Application-Agreement WEB screen. [<< Building Select] The Building Select button will take you to the Claim Summary WEB screen for the current LEA. Claim for Meal Count Center provides the name of the Meal Count Center. [Prev] [Next] The Prev and Next buttons may be used to display the next or previous numeric-ordered Meal Count Center.

Claim Summary – The Claim Summary section (illustrated in Figure 1) displays the dollar figure and edit status of the claim sections that are applicable for the designated Meal Count Center. The Total and Edit Status of each claim is displayed by program category along with the Grand Total of all programs. The Lunch, Breakfast, Snack, and Milk Program buttons are used to navigate to the individual WEB screens for each program.

Figure (2)

The **SCHOOL LUNCH PROGRAM** section of the Claim (illustrated in Figure 2) contains the following features:

Buildings Served – Displays the building number and name of each building served by the selected LEA.

National School Lunch Enrollment – Displays the number of students eligible to participate in the National School Lunch Program for each building and a total for all buildings.
- ?? *Error: National School Lunch Enrollment must be entered for each building*

Students Approved for Reduced Price Lunches – Displays the number of students that have been approved within the specified guidelines to receive lunches at a reduced price for each building and a total for all buildings.
- ?? *Error: Students Approved for Reduced Price Lunches > National School Lunch Enrollment*
- ?? *Error: Total Students Approved for Reduced Price Lunches > Total National School Enrollment*
- ?? *Warning: Total Students Approved for Reduced Price Lunches > 0, Reduced Price Lunches = 0*
- ?? *Error: Total Students Approved for Reduced Price Lunches = 0, Reduced Price Lunches > 0*
- ?? *Warning: Total Students Approved for Reduced Price Lunches < or > 20% of prior month's claim*

Students Approved for Free Lunches – Displays the number of students that have been approved within the specified guidelines to receive free lunches for each building and a total for all buildings.
- ?? *Error: Students Approved for Free Lunches > National School Lunch Enrollment*
- ?? *Error: Total Students Approved for Free Lunches > Total National School Enrollment*
- ?? *Warning: Total Students Approved for Free Lunches > 0, Free Lunches = 0*
- ?? *Error: Total Students Approved for Free Lunches = 0, Free Lunches > 0*
- ?? *Warning: Total Students Approved for Free Lunches < or > 20% of prior month's claim*
- ?? *Error: Total Students Approved for Reduced Price and Free Lunches > Total National School Enrollment*

Average Daily Attendance (ADA) – This number is supplied by the LEA and is the total ADA in participating school lunches in grades 01 through 12 plus kindergarten and preschool if participating. Round to the nearest whole number.

?? *Error: Lunch Average Daily Attendance (ADA) must be > 0*

?? *Error: Lunch Average Daily Attendance (ADA) > Total National School Lunch Enrollment*

Number of Days Lunch Served – Enter the greatest number of days lunch was served in any unit during the month.

    ?? *Error: Number of Days Lunch Served must be > 0*

    ?? *Warning: Number of Days Lunch Served > maximum possible school days per month*

Reimbursable Lunches Served Students Only –

    Full Price Lunches – Enter total lunches served students at the full price and the system will calculate the dollar total.

        ?? *Warning: Full Price Lunches = 0*

        ?? *Warning: Full Price Lunches = prior month's claim*

        ?? *Full Price Lunches > Total Students Approved for Full Price Lunches x Number of Days Lunch Served*

        ?? *Full Price Lunches = Total Students Approved for Full Price Lunches x Number of Days Lunch Served*

    Reduced Price Lunches – Enter total lunches served students at reduced priced and the system will calculate the dollar total.

        ?? *Warning: Reduced Price Lunches = 0*

        ?? *Warning: Reduced Price Lunches = prior month's claim*

        ?? *Warning: Reduced Price Lunches exceeds projected limit based on number of eligible adjusted downward by the Attendance Factor*

        ?? *Error: Reduced Price Lunches must be < Total Students Approved for Reduced Price Lunches x Number of Days Lunch Served*

        ?? *Warning: Reduced Price Lunches = Total Students Approved for Reduced Price Lunches x Number of Days Lunch Served*

    Free Lunches – Enter total lunches served students at zero cost and the system will calculate the dollar total.

        ?? *Warning: Free Lunches = 0.*

        ?? *Warning: Free Lunches = prior month's claim*

        ?? *Warning: Free Lunches = Reduced Price Lunches*

        ?? *Warning: Free Lunches exceeds projected limit based on number of eligible adjusted downward by the Attendance Factor*

        ?? *Error: Free Lunches must be < Total Students Approved for Free Lunches x Number of Days Lunch Served*

        ?? *Warning: Free Lunches = Total Students Approved for Free Lunches x Number of Days Lunch Served*

    Total Lunches Reimbursable – The system will calculate the combined number of full price, reduced price and free lunches.

Total Lunch Reimbursement – The system will calculate the dollar amount that will be paid to the LEA for the Lunch Program based on current reimbursement rates.

Student Lunches Not Reimbursable – The number of lunches served that does not qualify for payment. This includes second lunches, lunches not meeting meal pattern requirements, Head Start financed lunches, etc.

    ?? *Warning: Student Lunches Not Reimbursable = Full Price, Reduced Price, or Free Lunches*

    ?? *Warning: Student Lunches Not Reimbursable = prior month's claim*

    ?? *Warning: Student Lunches Not Reimbursable > 5% of Total Lunches Reimbursable*

Adult Lunches – The number of lunches served to adults. This includes all meals served to paying and nonpaying adults except lunches served to food service personnel.

    ?? *Warning: Adult Lunches = prior month's claims*

    ?? *Warning: Adult Lunches = 0*

?? *Warning: Adult Lunches = Student Lunches Not Reimbursable*

Percent of Free and Reduced Price Lunches Served – This figure will be calculated by the system by adding Reduced Price Lunches with Free Lunches and dividing by Total Lunches Reimbursable.

Average Daily Participation (ADP) – This figure will be calculated by the system by dividing Total Lunches Reimbursable by Number of Days Lunch Served.
   ?? *Warning: Lunch Average Daily Participation (ADP) > Lunch Average Daily Attendance (ADA)*
   ?? *Warning: Lunch Average Daily Participation (ADP) significantly differs from prior month*
   ?? *Warning: Lunch Average Daily Participation (ADP) = Lunch Average Daily Attendance (ADA)*

Percent ADP is of ADA – This figure will be calculated by the system by dividing Average Daily Participation (ADP) by Average Daily Attendance (ADA).

SCHOOL BREAKFAST PROGRAM			
	Save		

Buildings Served ?	Breakfast Enrollment		
1050 - VIENNA HIGH			
4020 - VIENNA ELEM.			
Total			

		Count	x	Rate	=	Total
1. Average Daily Attendance (ADA)	0					
2. Number of Days Breakfast Served	0					
3. Reimbursable Breakfasts Served Students Only		Count	x	Rate	=	Total
a. Full Price Breakfasts		0		$0.21		$0.00
b. Reduced Price Breakfasts (In Basic Rate School)		0		$0.82		$0.00
b. Reduced Price Breakfasts (In Severe Rate School)		0		$1.03		$0.00
c. Free Breakfasts (In Basic Rate School)		0		$1.12		$0.00
c. Free Breakfasts (In Severe Rate School)		0		$1.33		$0.00
d. Total Breakfasts Reimbursable (a + b + c)		0				
4. Total Breakfasts Reimbursement						$0.00
5. Student Breakfasts Not Reimbursable		0				
6. Adult Breakfasts		0				
7. Percent of Free and Reduced Price Breakfasts Served						0.00%
8. Average Daily Participation (ADP)						0.00
9. Percent ADP is of ADA						0.00%

Figure (4)

The **SCHOOL BREAKFAST PROGRAM** section of the Claim (illustrated in Figure 4) contains the following features:

Buildings Served – Displays the building number and name of each building served by the selected LEA.

Breakfast Enrollment - Displays the number of students eligible to participate in the Breakfast Program for each building and a total for all buildings.
   ?? *School Breakfast Enrollment must be entered for each building*

Average Daily Attendance (ADA) – The LEA supplies this number by entering ADA of grades/classes in breakfast participation. Round to the nearest whole number.
   ?? *Error: Breakfast Average Daily Attendance (ADA) must be > 0*

?? *Error: Breakfast Average Daily Attendance (ADA) > Total National School Breakfast Enrollment*
?? *Warning: Breakfast Average Daily Participation (ADP) = Breakfast Average Daily Attendance (ADA)*

**Number of Days Breakfast Served – ** Enter the maximum number of days breakfast was served in any unit during the specified month.
?? *Error: Number of Days Breakfast Served must be > 0*
?? *Warning: Number of Days Breakfast Served > maximum possible school days per month*

Reimbursable Breakfasts Served Students Only –
**Full Price Breakfasts – ** The number of breakfasts served at full price is entered here and the system will calculate the dollar total.
?? *Warning: Full Price Breakfasts = 0*
?? *Warning: Full Price Breakfasts = prior month's claim*
**Reduced Price Breakfasts (In Basic Rate School) – ** Enter the number of breakfasts served students at reduced price not classified as severe need. The system will calculate the dollar total.
?? *Warning: Reduced Price Basic Breakfasts = 0*
?? *Warning: Reduced Price Basic Breakfasts = prior month's claim*
?? *Warning: Reduced Price Basic Breakfasts Average Daily Participation (ADP) < or > 20% of prior month's claim*
**Reduced Price Breakfasts (In Severe Rate School) – ** Enter the number of breakfasts classified as severe need served students at reduced price. The system will calculate the dollar total.
?? *Warning: Reduced Price Severe Need Breakfasts = 0*
?? *Warning: Reduced Price Severe Need Breakfasts = prior month's claim*
?? *Warning: Reduced Price Severe Need Breakfasts Average Daily Participation (ADP) < or > 20% of prior month's claim*
**Free Breakfasts (In Basic Rate School) – ** Enter the number of breakfasts served free of charge not classified as severe need. The system will calculate the dollar total.
?? *Warning: Free Basic Breakfasts = 0*
?? *Warning: Free Breakfasts = prior month's claim*
?? *Warning: Free Breakfasts Average Daily Participation (ADP) < or > 20% of prior month's claim*
**Free Breakfasts (In Severe Rate School) – ** Enter the number of breakfasts classified as severe need served students free of charge. The system will calculate the dollar total.
?? *Warning: Free Severe Need Breakfasts = 0*
?? *Warning: Free Severe Need Breakfasts = prior month's claim*
?? *Warning: Free Severe Need Breakfasts Average Daily Participation (ADP) < or > 20% of prior month's claim*
**Total Breakfasts Reimbursable – ** The system will calculate the combined number of full price, reduced price and free breakfasts.
?? *Error: Total Breakfasts Reimbursable > Total School Breakfast Enrollment x Number of Days Breakfast Served*

**Total Breakfast Reimbursement – ** The system will calculate the dollar amount to be paid to the LEA for the Breakfast Program based on current reimbursement rates.

**Student Breakfasts Not Reimbursable – ** The number of breakfasts served students that do not qualify for payment. This includes second breakfasts, breakfasts not meeting meal pattern requirements, Head Start financed breakfasts, etc.
?? *Warning: Student Breakfasts Not Reimbursable = Full Price, Reduced Price Basic, Reduced Price Severe Need, Free Basic, or Free Severe Need Breakfasts*
?? *Warning: Student Breakfasts Not Reimbursable = prior month's claim*
?? *Warning: Student Breakfasts Not Reimbursable > 5% of Total Breakfasts Reimbursable*

Adult Breakfasts – The number of breakfasts served to adults. This includes all meals served to paying and nonpaying adults except lunches served to food service personnel.

>   ?? *Warning: Adult Breakfasts = prior month's claims*
>   ?? *Warning: Adult Breakfasts = 0*
>   ?? *Warning: Adult Breakfasts = Student Breakfasts Not Reimbursable*

Percent of Free and Reduced Price Breakfasts Served – This figure will be calculated by the system by adding Reduced Price Breakfasts with Free Breakfasts and dividing by Total Breakfasts Reimbursable.

Average Daily Participation (ADP) – This figure will be calculated by the system by dividing Total Breakfasts Reimbursable by Number of Days Breakfast Served.

>   ?? *Warning: Breakfast Average Daily Participation (ADP) significantly differs from prior month*
>   ?? *Error: Breakfast Average Daily Participation (ADP) > Breakfast Average Daily Attendance (ADA)*

Percent ADP is of ADA – This figure will be calculated by the system by dividing Average Daily Participation (ADP) by Average Daily Attendance (ADA).

SCHOOL SNACK PROGRAM

[Save]

Buildings Served ?
1050 - VIENNA HIGH
4020 - VIENNA ELEM.

	Count	x	Rate	=	Total
1. Average Daily Attendance (ADA)	0				
2. Number of Days After School Snacks Served	0				
3. Reimbursable After School Snacks Served Students Only					
a. Full Price After School Snacks	0		$0.27		$0.00
b. Reduced Price After School Snacks	0		$0.05		$0.00
c. Free After School Snacks (Area Eligible)	0		$0.55		$0.00
c. Free After School Snacks (Non-Area Eligible)	0		$0.55		$0.00
d. Total After School Snacks Reimbursable (a + b + c)	0				
4. Total After School Snacks Reimbursement					$0.00
5. Student After School Snacks Not Reimbursable	0				
6. Adult After School Snacks	0				
7. Percent of Free and Reduced Price After School Snacks Served					0.00%
8. Average Daily Participation (ADP)					0.00
9. Percent ADP is of ADA					0.00%

Figure (5)

The School After School Snack Program section of the Claim (illustrated in Figure 5) contains the following features:

Buildings Served – Displays the building number and name of each building served by the selected LEA.

Average Daily Attendance (ADA) – The LEA supplies this number by entering ADA of grades/classes in after school snack participation. Round to the nearest whole number.

>   ?? *Error: After School Snack Average Daily Attendance (ADA) must be > 0*

Number of Days After School Snacks Served – Enter the maximum number of days after school snacks were served in any unit during the specified month.

>   ?? *Warning: Number of Days After School Snack Served > maximum possible school days per month*
>   ?? *Error: Number of Days After School Snack Served must be > 0*

?? *Warning: Number of Days After School Snack Served > Number of Days Lunch Served*

Reimbursable After School Snacks Served Students Only –
      Full Price After School Snacks – Enter total after school snacks served students at the full price and the system will calculate the dollar total.
        ?? *Warning: Full Price Snacks = 0*
        ?? *Warning: Full Price Snacks = prior month's claim*
      Reduced Price After School Snacks – Enter total after school snacks served students at reduced priced and the system will calculate the dollar total.
        ?? *Warning: Reduced Price Snacks = 0*
        ?? *Warning: Reduced Price Snacks = prior month's claim*
      Free After School Snacks (Area Eligible) – Enter total after school snacks served students at zero cost in schools/sites determined to be Area Eligible. The system will calculate the dollar total. **Area Eligible** can be defined as: "A school(s) in which the after school care program is conducted that has at least 50% of its enrolled children eligible for free or reduced price meals, or the site(s) where the after school care program is located is in an area served by a school in which 50% of its enrolled children are eligible for free or reduced price meals. All reimbursable student snacks served at Area Eligible schools/sites are to be counted and claimed as free."
        ?? *Warning: Free Area Eligible Snacks = 0*
        ?? *Warning: Free Area Eligible Snacks = prior month's claim*
      Free After School Snacks (Non-Area Eligible) – Enter total after school snacks served students at zero cost in schools/sites determined to be Non-Area Eligible. The system will calculate the dollar total. **Non-Area Eligible** can be defined as: A school(s) in which the after school care program is conducted that has less than 50% of its enrolled children eligible for free or reduced price meals, or the site(s) where the after school care program is located is in an area served by a school in which less than 50% of its enrolled children are eligible for free or reduced price meals. All reimbursable student snacks must be counted, recorded and claimed by type (free, reduced price and full price)."
        ?? *Warning: Free Non-Area Eligible Snacks = 0*
        ?? *Warning: Free Non-Area Eligible Snacks = prior month's claim*
      Total After School Snacks Reimbursable – The system will calculate the combined number of full price, reduced price and free after school snacks.

Total After School Snacks Reimbursement - The system will calculate the dollar amount to be paid to the LEA for the After School Snack Program based on current reimbursement rates.

Student After School Snacks Not Reimbursable – The number of after school snacks served students that do not qualify for payment. This includes second snacks and snacks not meeting meal pattern requirements.
    ?? *Warning: Student After School Snacks Not Reimbursable = Full Price, Reduced Price, Free Area Eligible, or Free Non-Area Eligible Snacks*
    ?? *Warning: Student After School Snacks Not Reimbursable = prior month's claim*
    ?? *Warning: Student Snacks Not Reimbursable > 5% of Total Snacks Reimbursable*

Adult After School Snacks – The number of after school snacks served to adults. This includes all snacks served to paying and nonpaying adults.
    ?? *Warning: Adult After School Snacks = prior month's claims*
    ?? *Warning: Adult After School Snacks = 0*
    ?? *Warning: Adult After School Snacks = Students Snacks Not Reimbursable*

Percent of Free and Reduced Price After School Snacks Served – This figure will be calculated by the system by adding Reduced Price After School Snacks with Free After School Snacks and dividing by Total After School Snacks Reimbursable.

Average Daily Participation (ADP) – This figure will be calculated by the system by dividing Total After School Snacks Reimbursable by Number of Days After School Snacks Served.

?? *Warning: After School Snack Average Daily Participation (ADP) > After School Snack Average Daily Attendance (ADA)*

?? *Warning: After School Snack Average Daily Participation (ADP) significantly differs from prior month*

?? *Warning: After School Snack Average Daily Participation (ADP) = After School Snack Average Daily Attendance (ADA)*

Percent ADP is of ADA – This figure will be calculated by the system by dividing Average Daily Participation (ADP) by Average Daily Attendance (ADA).

?? *Warning: After School Snack Average Daily Participation (ADP) > or = After School Snack Average Daily Attendance (ADA)*

?? *Warning: After School Snack Average Daily Participation (ADP) > or = Lunch Average Daily Attendance (ADA)*

Figure (6)

The **SPECIAL MILK PROGRAM** section of the Claim (illustrated in Figure 5) contains the following features:

Buildings Served – Displays the building number and name of each building served by the selected LEA.

Special Milk Enrollment - Displays the number of students eligible to participate in the Special Milk Program for each building and a total for all buildings.

?? *Error: Special Milk Enrollment must be entered for each building*

?? *Error: Total Special Milk Enrollment > Total National School Lunch Enrollment*

Average Daily Attendance (ADA) – The LEA supplies this number by entering ADA of grades/classes eligible for special milk participation. Round to the nearest whole number.

?? *Error: Special Milk Average Daily Attendance (ADA) must be > 0*

?? *Warning: Special Milk Average Daily Attendance (ADA) > Total Special Milk Enrollment*

Number of Days Milk Served – Enter the maximum number of days that milk was served for the specified month.

?? *Error: Number of Days Special Milk Served must be > 0*

?? *Warning: Number of Days Special Milk Served > maximum possible school days per month*

Average Dairy Cost per ½ Pint – The average cost to the LEA for each ½ pint of milk.
   ?? *Warning: Average Diary Cost per 1/2 Pint = 0*
   ?? *Warning: Average Dairy Cost per 1/2 Pint is .05 > or .05 < Highest Dairy Cost per 1/2 Pint on Application Agreement*

Charge to Student per ½ Pint – The amount each student pays for each ½ pint of milk.
   ?? *Error: Charge to Student per 1/2 Pint > allowed 6 cents profit margin*

Reimbursable After School Snacks Served Students Only –
   ½ Pints Sold to Students – Enter the number of ½ pint milk served at full price and the system will calculate the dollar total.
      ?? *Warning: 1/2 Pints Sold to Students = 0*
   ½ Pints Served Free to Students Eligible for Free Milk – Enter the number of ½ pint milk served free of charge and the system will calculate the dollar total.
      ?? *Warning: 1/2 Pints Served Free to Students Eligible for Free Milk = 0, Free Milk checked on Application Agreement*
      ?? *Warning: 1/2 Pints Served Free to Students Eligible for Free Milk > 0, Free Milk not checked on Application Agreement*
   Total Special Milk Reimbursable – The system will calculate the combined number of ½ pints sold and ½ pints served free.

Total Special Milk Program Reimbursement - The system will calculate the dollar amount to be paid to the LEA for the Special Milk Program based on current reimbursement rates. The rate fields will be automatically populated according to amounts entered in the above fields for average cost and charge to student.

Average Daily Participation (ADP) – This figure will be calculated by the system by dividing Total Special Milk Program Reimbursement by Number of Days Milk Served.
   ?? *Warning: Special Milk Average Daily Participation (ADP) significantly differs from prior month*
   ?? *Warning: Special Milk Average Daily Participation (ADP) exceeds 3 times Special Milk Average Daily Attendance (ADA)*

Figure (7)

Comment– This comment box is reserved for DESE School Food Services personnel as well as the LEA to correspond messages regarding their Reimbursement Claim. These comments can be viewed by both the LEA and DESE. The maximum characters allowed are 1000.

 The Save button will update and store the new or modified data for the selected meal count center of the specified LEA. During this process, it will also examine the data with edit checks to verify that valid data has been entered. It will close the screen and return to the Claim Summary screen.

 The Errors button will be displayed when the data has not passed all specified edit checks. When pressed, another window will appear displaying the errors and warnings that occurred with the data. These need to be resolved before submitting the data to DESE.

 The Warnings button will be displayed when the data has not passed all specified edit checks. When pressed, another window will appear displaying the warnings that occurred with the data. These should be assessed before submitting the data to DESE.

Claim Summary

The Claim Summary WEB screen is accessed by clicking the Claims for Reimbursement bullet at the top of the screen (School Food Services System Header) or by selecting from the Menu selection box on the School Food Services Main Menu WEB screen.

The Claim Summary contains summary totals for each nutrition program distributed to students for the selected LEA (Local Education Agency). Initial claim, amendment claims and grand total of all claims present the data that is separated by building. Any Errors and Warnings from edit checks will be noted from the "Claim for Reimbursement" screen. Due to the length of this page, it will be subdivided and discussed accordingly.

Functionality

It is important to note again that all applicable Edit Checks will be presented in *italic*. Edit checks can be defined as inspections the program performs to ensure that valid data has been entered.

The question mark box [?] noticed throughout the pages will directly take you to a help feature for the section you are inquiring.
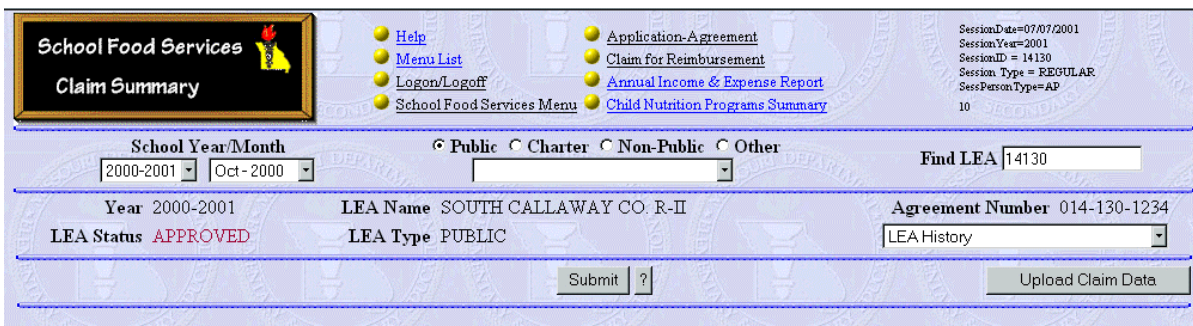

Figure (7)

[Upload Claim Data] The Upload Claim Data button utilizes the function of transferring spreadsheet data supplied by districts to this application.

[Submit] The Submit button performs the same functions as the Save button. In addition, will save the current data then verify it for errors/warnings by running all edit checks. The data will be saved, but not submitted until all errors are corrected.   After the LEA successfully submits data, changes cannot be made to the Claim. It is then waiting DESE approval of payment. Changes may only be made through the amendment process (see next section). The Submit button is visible only when a new claim is pending submittal.

[Amend] The Amend button provokes the functionality of producing another claim used for correcting errors submitted in the previous claim. An amendment cannot be performed until the previous claim is submitted and approved for payment.

Claim Payment Summary							
Claim - Select	Date	Lunch	Breakfast	Snack	Special Milk	Total	Status
Original >>	07/06/2001	$10,239.53	$0.00	$0.00	$0.00	$10,239.53	Error

Claim: Original				
	LEA Meal Count Centers	Enter/Edit Claim	Claim Amount	Claim Edits
1	1050 - SOUTH CALLAWAY HIGH	>>	$10,239.53	Error
2	3000 - SOUTH CALLAWAY MIDDLE	>>	$0.00	Error
3	4020 - SOUTH CALLAWAY ELEM.	>>	$0.00	Error

Audit ID: WALLEY

Figure (8)

Claim Payment Summary – The Claim Payment Summary section illustrates all claims that have been submitted for the designated month and year. The data and total of each claim are displayed by program category and status. The Select button >> is used to display the totals for each building at the bottom of the screen. The status of each claim includes pending, approved, and paid.

Claim - The Claim section displays each Meal Count Center, their claim amount, the status of their edits and an Enter/Edit Claim button >> used to invoke the Claim for Reimbursement screen.

Claims Pending DESE Approval (DESE ONLY)

The DESE Claim Approval WEB screen is accessed by selecting from the Menu selection box on the School Food Services Main Menu WEB screen.

The DESE Claim Approval contains a list of Edit Checks for all participating districts and an access to edit the Claim on the "Claim Summary" screen.

Functionality

It is important to note again that all applicable Edit Checks will be presented in *italic*. Edit checks can be defined as inspections the program performs to ensure that valid data has been entered.

The question mark box [?] noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

Claims Pending DESE Approval – The Claims Pending DESE Approval list displays the participating LEA, the status of the Edit Checks and an **Edit Claim** button [>>] used to display the "Claim Summary" screen. The status of each Edit Check includes OK, Warning, or Error.

Mass Approval [Mass Approval] The Mass Approval button is used to approve all pending claims that have "OK" or "Warning" Edit Check status.

The Assistant Director and Director of School Food Services will have sole access to the Approve [Approve] and Disapprove [Disapprove]. Upon selection Approve, the system will record the current date and change the status of the claim to "approve." If Disapprove is chosen, the reasons should be noted in the Comments section located at the end of the page. The claim will then have to be re-submitted after edits have been completed either by DESE or the district. Authorized DESE personnel will then examine the claim for approval. The approved claim will be stored for history.

School Food Services

DESE Claim Approval

- Help
- Menu List
- Logon/Logoff
- School Food Services Menu
- Application-Agreement
- Claim for Reimbursement
- Annual Income & Expense Report
- Child Nutrition Programs Summary

Bottom of Page

[Mass Approval] [Cancel]

Claims Pending DESE Approval

	LEA	Year	Month	Edit Check	Edit Claim
1	001-092 ADAIR CO. R-II	2001	Jan-Reg	OK	>>
2	007-123 ADRIAN R-III	2001	Jan-Reg	OK	>>
3	103-129 ADVANCE R-IV	2001	Jan-Reg	OK	>>
4	096-098 AFFTON 101	2001	Jan-Reg	OK	>>
5	038-046 ALBANY R-III	2001	Jan-Reg	Warning	>>
6	079-078 ALTENBURG 48	2001	Jan-Reg	OK	>>
7	075-087 ALTON R-IV	2001	Jan-Reg	OK	>>
8	093-120 APPLETON CITY R-II	2001	Jan-Reg	Warning	>>
9	047-062 ARCADIA VALLEY R-II	2001	Jan-Reg	OK	>>
10	039-135 ASH GROVE R-IV	2001	Jan-Reg	OK	>>
11	061-150 ATLANTA C-3	2001	Jan-Reg	OK	>>
12	055-110 AURORA R-VIII	2001	Jan-Reg	OK	>>
13	034-124 AVA R-I	2001	Jan-Reg	OK	>>
14	002-090 AVENUE CITY R-IX	2001	Jan-Reg	OK	>>
15	049-135 AVILLA R-XIII	2001	Jan-Reg	OK	>>
16	077-101 BAKERSFIELD R-IV	2001	Jan-Reg	OK	>>
17	007-122 BALLARD R-II	2001	Jan-Reg	OK	>>
18	096-099 BAYLESS	2001	Jan-Reg	OK	>>
19	103-128 BELL CITY R-II	2001	Jan-Reg	OK	>>

Audit ID: TWILSON

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Missouri Department of Elementary and Secondary Education
Send Questions to: dmaddox@mail2.dese.state.mo.us

Figure (10)